

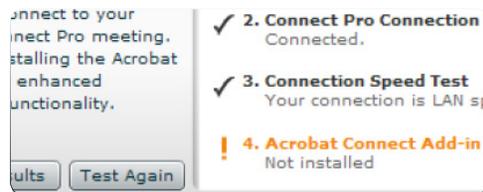
Participate in an Acrobat Connect Pro Meeting

Adobe Acrobat Connect Pro Meeting is a web conferencing product that allows users to conduct live meetings and presentations over the internet. This Visual Quick Start Guide provides you with the basics of Connect Pro to ensure that your meetings are productive and pain-free.

Pre-Meeting: Test Your Computer

1. It is recommended that you test your computer prior to attending a meeting. You can do this by going to http://connect.cdha.ca/common/help/en/support/meeting_test.htm

2. The **Connection Test** checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting.



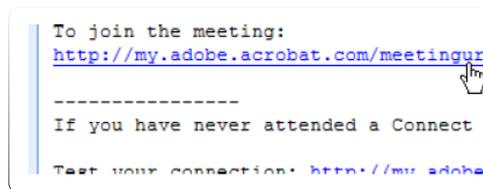
3. If you do not pass the **Connection**

Test, perform the suggested actions and run the test again.

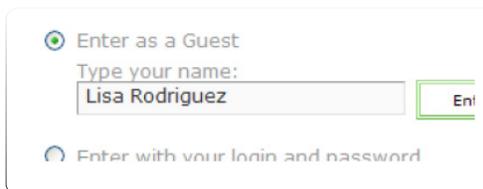
Tip: The fourth step of the **Connection Test** is for the **Acrobat Connect Add-In** which is only required for Meeting Hosts and Presenters. Installing the Add-In is not required, but doing so enhances your meeting experience.

Join a Meeting

1. You have likely received an email invitation with meeting access information. When the meeting time arrives, click on the link or enter the URL into your favorite web browser.



2. The meeting login screen appears. If you do not have a Connect Pro username and password, choose **Enter as a Guest**, type in your first and last name, and click **Enter Room**.



3. The meeting launches in your browser. If the meeting host has not yet arrived to the meeting or meeting security requires the host to approve your attendance, you will be placed into a waiting room.

4. Once the meeting host accepts you into the meeting, the meeting room interface appears.

Required Software to Participate



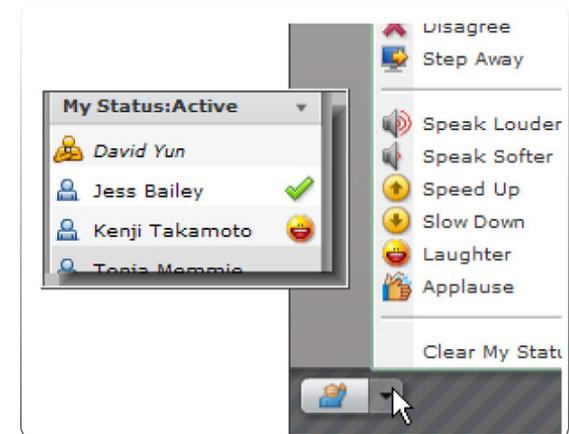
Connect Pro only requires that you have an internet connection, a web browser, and Adobe Flash Player Version 8 or later to attend a web conference. Connect Pro supports nearly any operating system including Windows, Macintosh, Linux and Solaris, as well as the most widely used browsers including Internet Explorer, Firefox, and Safari.

Participate in the Q&A Segment

During the last 15 minutes of the webinar, you will be invited to participate in a question and answer session with the presenter.

To do this, simply type your question in the Chat Pod as you would in any instant messaging program. Then press Enter or click the Send Message button to send your message.

Any question you submit will be sent to the moderator, who will then verbalize it to the presenter and the rest of the audience. Once a question has been answered, it will appear in the Chat Pod.



Tip: If you need to get up from your computer during the course of the meeting, change your status to **Step Away**. When you do this, an icon appears next to your name letting other attendees know that you are away.